

# Brixham Town Council

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## Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 30<sup>th</sup> November 2018.

**Present:** Cllrs P Addison, S Clutterbuck, D Giles, J Regan and J Stock

**Also present:** Tracy Hallett, Town Clerk and Clare Lewandowski, Admin Assistant

- 18066. Apologies for absence through the clerk**  
Cllr I Carr
- 18067: Declarations of Interest**  
None
- 18068. To consider any requests for dispensation on agenda items**  
None
- 18069. Minutes of the meeting held on 12.10.18**  
The minutes of the previous meeting were **agreed** as a true record
- 18070. Utilities**  
Members considered the quotes provided in the report and queried the increasing utility charges. They requested that further quotes are obtained including dual fuel prices and this should be reported to the next meeting.
- 18071. Maintenance Works**  
Ceiling in Hallway  
Members were advised that we are still awaiting a quote  
Damp  
Members were advised that scheduled date for works was yet to be confirmed by Dampco.  
Extraction and Ventilation  
Members **agreed** to appoint Stronghold UK for the extraction and ventilation works.  
Dressing Room Window  
Members **agreed** to purchase toughened glass from Wise Choice Windows.
- 18072. Fire, Health & Safety**  
Fire Risk Assessment  
External area: Bollards have now been installed and this is helping to control who parks alongside the side of the library building.  
Function room corridor exit to metal gate: Members requested a quote for the installation of a push to exit button.  
Members were updated that the Theatre are close to completing their report for the beam isolation and reinstatement.

Members **agreed** to purchase fire boarding for the lower windows on the rear fire escape.

A committee member advised he was questioned at a recent theatre meeting about the lift getting stuck. The Town Clerk advised this had not been reported to the office. She also advised that the lift is only getting stuck when the theatre is in use and concerns were raised as to why. The Town Clerk advised that she was due to have a meeting with them and will discuss a procedure for them reporting issues and defects to the Council offices. Members were advised the cost of ensuring the lift returned to the ground floor in the event of a fire. It was agreed to query the priority with Fire Master and find out if it possible to factor this in during any refurbishment works.

#### Emergency Lighting

Members considered the quote and were advised that the Hall keeper had done some checks to clarify the reported defects by the contractors.

It was **resolved** to appoint West Country Fire Protection to complete the Emergency Lighting works. It was further **agreed** that the Hall keeper should do regular checks as part of his regular scheduled checks.

#### Intruder Alarm

Members were advised that additional security measures have been put in place and consideration should be given to a new security system following relocation of the town council offices.

**18073.**

### **Tenants and Hirers**

#### Theatre

Members were advised that two quotes had been received from local Solicitors with a third one still outstanding. The Town Clerk advised if the refurbishment works were carried out and there was a need for the Town Council to use the theatre for council meetings it would need to be included in the lease. It was agreed that advice should be sought to ensure a clause is included in the lease.

#### Pannier Market

Members were advised that the market was struggling since the holiday trade had reduced. Whilst the current Market Manager had improved the quality of some of the products in the market, some traders are still reporting they do better on one day in another town than they do in three days in Brixham. Members were advised that the Manager was behind in his payments to the Town Clerk and with many stallholders taking holiday in January, she had agreed that the Market Manager can remain closed for most of January. However, some stallholders had approached her to advise they are not happy that the market is to remain closed for the month. Concerns were raised that no Christmas Market had been organised and it was agreed that the Town Clerk should approach the market with some suggested last-minute dates of when this could be held.

### **Zoopla**

Members were advised that the Council had only received 10 enquiries during the contract with Zoopla and it was **resolved** to end the contract with Zoopla.

### **Hirers**

Members considered the report and asked the Clerk to write to hirers who no longer use the Town Hall for their feedback on why they are not using the Scala Hall anymore.

Members noted that the Function room is currently very limited on availability. Members asked for a list of venues which are available to hirer within the town.

## **18074. Service Level Agreements**

### Out of Hours Contract

Members were advised that the Out of Hours contract with Secure Force had been renewed.

### BMS Heating

Members were advised that the contract will need to be renewed until such time that the heating system has been separated from Torbay Council's system. Members were advised that Brixham Does Care had been complaining for a few years that their area is cold. Each time the contractors at the time were called out and advised there was nothing wrong with the system. Since changing contractors, it has come to light that the contractors employed by Brixham Does Care has uninstalled the main heating system, leaving most of the extraction units installed above the suspended ceiling. The Town Clerk confirmed that this meant Brixham Does Care were using plug in heaters. It was **agreed** to obtain a quote from the Council's current contractors to get the system up and running again.

### Facilities Management

Members considered the report and **resolved** to recommend to Full Council option 3 - continue with SLA until 31.03.19. The Evaluation Committee to consider bringing the service in house.

## **18075. Date of Next Meeting**

It was noted that the next meeting is scheduled for 11<sup>th</sup> January 2019.

## **18076. Items for Next Agenda**

Utilities

Roof

Theatre Lease

Heating BDC

**18077. Part B.**

It was **resolved** to exclude members of the public and press due to the nature of the business about to be discussed.

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Meeting closed at 11.20am

Chairperson.....

Date.....